

## **NOTICE OF INFORMATION**

This event should be used to file the following types of Information Notices:

- Abandonment
- Public Sale
- Public Auction
- Private Sale


**NOTE 1:** The Notice of Information event is used for docketing all information notices except a Settlement of Controversy which is a separate event.

**NOTE 2:** Because you will be prompted in this event to enter a hearing date, please determine this information prior to filing the Notice by accessing ***Hearing Dates - Judges Calendar*** under ***Chambers*** on our web site. **The hearing date must be at least 30 days from the date of filing; the objection date will default to 20 days from the date of filing.**

**CAUTION:** If you are docketing a Notice of Private/Public Sale and a motion has been submitted in conjunction with the notice, please e:file the motion first and use the same hearing date in both events.

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**STEP 1** Complete the appropriate [Information Notice](#) form available on our internet site

 *TIP - Hearing dates may be obtained by accessing **Hearing Dates - Judges Calendar** under **Chambers** on the website..*

**STEP 2** Choose **Bankruptcy** from main menu

**STEP 3** Choose **Miscellaneous Events**; click [NEXT]


**STEP 4** Enter case number; click [NEXT]

**STEP 5** Select **Notice of Information** from drop down list; click [NEXT]

 ***TIP - DO NOT USE THIS EVENT FOR NOTICE OF SETTLEMENT OF CONTROVERSY.***

**STEP 6** If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip this screen.

**STEP 7** Select the Party or click Add/Create New Party; click [NEXT]

 ***TIP - If Add/Create New Party is selected, you must complete the Party Information screen and place a check in the box to create the attorney/party association on the following screen.***

**STEP 8** Upload the completed Notice of Information form; click [NEXT]


**STEP 9a** Enter the Nature of Notice.


 ***TIP - YOU MUST ENTER THE NATURE EXACTLY AS IT APPEARS IN THE EXAMPLE. DO NOT ADD ANY ADDITIONAL CHARACTERS TO THE OPTIONS SHOWN ON THIS SCREEN.***

 ***TIP - ALTHOUGH SETTLEMENT OF CONTROVERSY IS SHOWN AS ONE OF THE EXAMPLES, DO NOT USE THIS EVENT FOR SETTLEMENT OF CONTROVERSY. A SEPARATE EVENT EXISTS.***


**STEP 9b** Enter Description of Property.

**STEP 9c** Enter Hearing date and time if Objection is filed.

 ***TIP - The hearing date must be at least 30 days or more from the date of filing. The last day to object will default to 20 days from the date filed.***


 ***TIP - If this Notice is being filed in conjunction with a motion, please be sure to use the same hearing date.***

**STEP 9d** Place a check in the box if this Information Notice refers to an existing event; click [NEXT]

 *TIP - If you placed a check in the box, the next two screens will ask you to select the category to which your event relates and then place a check in the box next to the appropriate event.*

**STEP 10** Confirm case name and number; click [NEXT]

**STEP 11** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

 *TIP - The text of this docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser to return to the screen on which the error was made.*

SAMPLE DOCKET TEXT

**Notice of Information for Abandonment re: 12 Main Street filed by John Smith.  
Hearing date if Objection filed: June 24, 2003. Objections due by 5/20/2003.  
(Smith, John)**

**STEP 12** Notice of Electronic Filing displays